

Board of Selectmen
Town Hall Rose Room
Wednesday, January 11, 2012
Minutes

Present: First Selectman William W. Fritz, Jr.; Selectmen, Dolly Mezzetti, Thomas Vicino, John Giannotti and Carol Walter.

The meeting was called to order at 7:00 PM

PLEDGE OF ALLEGIANCE

Everyone stood and pledged allegiance to the United States flag

VISITORS

No one wished to speak at this time.

APPROVAL OF MINUTES – JANUARY 4, 2012

Mezzetti made a motion, seconded by Vicino to approve the minutes from January 4, 2012. The motion was unanimously approved.

RESIGNATIONS AND APPOINTMENTS

None

POLICE DEPARTMENT – POLICE STAFFING

The Police Commission has authorized the hiring of an officer to replace retiring Major John Santry. Major John Santry's last day of work is June 30, 2012. The Police Commission would prefer to hire a certified officer but will not limit their search to only certified. If a non-certified officer is hired they would need to be enrolled in the academy and classes begin in April, 2012. The academy class is six months in duration and then the new officer would need two months of street training before they can be put on the schedule. The total cost associated with hiring a new officer is \$30,324.00. After some discussion the board asked the Police Commission to begin the interview process and determine who would be the best candidate and then come before the Board of Selectmen for additional funding.

REGIONAL PERFORMANCE INCENTIVE PROGRAM RESOLUTION

The nine town Lower Connecticut Valley Selectmen's Association voted to participate in the proposed Lower Connecticut River GIS and Economic Data Center and Economic Development Study. An application for this project is being submitted to the State of Connecticut. Mezzetti made a motion, seconded by Vicino and unanimously approve the Regional Planning Incentive Program Resolution.

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REGIONAL PLANNING INCENTIVE PROGRAM RESOLUTION

Be it resolved that, on January 11, 2012, the Board of Selectmen of the Town of Clinton voted to participate in the proposed Lower Connecticut River GIS and Economic Data Center and Economic Development Study.

An application for this project is being submitted to the State of Connecticut Office of Policy and Management by the Connecticut River Estuary Regional Planning Agency on behalf of its member towns for funding under Section 5 of Public Act 11-61. This program is also known as the Regional Planning Incentive Program (RPIP).

Be it further resolved that this Board hereby certifies that there is no know legal obstacles to provision of services in the manner described in the proposal.

ORDINANCE DESIGNATING AND ENABLING THE DESIGN REVIEW BOARD TO ACT AS THE VILLAGE DISTRICT

A public hearing was held on December 21, 2011 to discuss the proposed ordinance. Michael Rossi, member of the Planning and Zoning Commission said the Liberty Green was excluded from the ordinance because they are already regulated by the Historic District Commission. The Historic District Commission has more authority then the Design Review board. Mezzetti made a motion, seconded by Vicino to approve the ordinance as presented designating and enabling the Design Review Board to act as the Village District Consultant/Architectural Review Board. The motion was unanimously approved.

REVIEW BUDGETS

- Elections & Meetings – June Hansen and Wendy McDermott reviewed their budget. Salaries included a proposed three percent increase. Repairs & maintenance increased by \$200.00 and Certification & dues increased by \$20.00. Everything else remained the same as last year.
- Civil Preparedness – budget remained the same as last year
- Water & Hydrants – budget remained the same as last year
- Street Lighting – budget remained the same as last year
- Technology – John Crovo and Chuck Venter reviewed their budget. The increase in salaries is contractual. Communication services increased. Video cameras were installed at the town beach and town docks. Repairs & maintenance increased by \$400.00 due to an increase in the service contract. Enterprise Computers will be launching the new town website sometime next week.
- Water Pollution Control Commission – Lynn Pinder reviewed their budget. Convention & Dues increased by \$200.00. All other line items remained the same.
- Harbor Commission – Steve Hayes reviewed their budget. Salaries and printing of passes increased. The town dock at Cedar Island needs to be replaced. The cost of the repair will go through the repairs & maintenance line item.
- General Gov't Administration – Kevin Kane reviewed this budget. Social Security increased primarily due to contract settlements. There was a decrease in Health & Life due to the

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decrease cost in health insurance. Pension Plan – Police increased based on the actuary report. Kane recommended increasing Legal – Other based on a five year average.

- Other General Gov't – Overall budget decreased from last year
- All the budgets to date that have been reviewed by the Board of Selectmen reflect an overall increase of 4.21 percent.

SELECTMEN'S REPORTS

Reported by Vicino

- met with a business owners looking to expand into Clinton

Reported by Walter

- Inquired about the status of a legal matter. The case is in litigation.
- Morgan Building Committee has scheduled a meeting for next Tuesday night. There was a discussion on reimbursement rates.

Reported by Giannotti

- Municipal Building Committee held a meeting this afternoon. The committee has hired Jacunski for phase 2

Reported by Mezzetti

- Fire Rescue Truck Bids ranged from \$714,000 to \$755,000. The committee is currently in the process of reviewing the bids.

Reported by Fritz

- The State Historic Preservation Division awarded the Town of Clinton a \$30,000 Historic Resources Inventory Grant.
- Fritz was just told today the town also was awarded the Historic Restoration Fund Grant in the amount of \$200,000. This grant will be used to offset some of the renovation costs at Town Hall.

ADJOURN

Vicino made a motion, seconded by Mezzetti, to adjourn the meeting. The motion was unanimously approved and the meeting was adjourned at 8:26 PM.

Respectfully submitted,

Mary Schettino
Administrative Assistant

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**ORDINANCE DESIGNATING AND ENABLING THE DESIGN REVIEW BOARD TO ACT AS THE VILLAGE
DISTRICT CONSULTANT / ARCHITECTURAL REVIEW BOARD**

1. History: Pursuant to the provision of section 5-5 of the Charter of the Town of Clinton, the Design Advisory Board was established by ordinance January 19 2000, the name changed to the Design Review Board (DRB) by the 2002 Charter, and on April 21, 2004 modifications were made to the original ordinance. This ordinance provides the authority necessary to enable the DRB to be designated the Village District Consultant and act as the Architectural Review Board under Connecticut General Statutes (CGS) Section 8-2j, Village Districts. It shall supersede the preceding ordinances.

2. Purpose: The purpose of the Design Review Board is: 1) to provide an advisory group that will evaluate applications that are required to go before the Planning and Zoning Commission or Zoning Board of Appeals from an architectural and aesthetic perspective, which involve site, building and sign development or redevelopment and construction, with the goal of preserving the quality of our heritage and environment; 2) work with owners, builders and developers to foster the improvement of the town's appearance seeking to avoid both excessive uniformity and excessive variety in architectural styles and, instead, strive to promote harmony between the various elements and surroundings in order to preserve and enhance property values; 3) develop guidance materials that will assist applicants in understanding what design features, materials and components are considered to be acceptable for developments in the town; 4) draft general design standards applicable to all zones and specific design standards for each zone for which there are such requirements in the Zoning Regulations, to be recommended to the Planning and Zoning Commission for their action; 5) submit to the Planning and Zoning Commission for their action, proposals for zoning regulations governing signs, plans, new building construction and building renovations, in order to further the DRB's goal of improving the appearance and aesthetic quality of the town. Such proposed regulations may require that applications be evaluated in terms of overall quality, ability to harmonize with the surroundings and attainment of the goals of the design standards in the Zoning Regulations.

3. Scope: All permit and regulation recommendations of the Design Review Board shall be advisory. The Board's review shall pertain to all applications in Village Districts established pursuant to CGS section 8-2j, as may be amended, Business, Industrial, Marine and the Village Zones, excluding the Liberty Green Historic District as described in documents on file in the office of the Town Clerk. The Board shall be designated as the Village District Consultant and perform the function of Architectural Review Board for the Town with regards to all Village Districts. With respect to applications in zones in which they have been adopted, the Design Review Board shall take into consideration the specific design criteria and standards set forth in the Clinton Zoning Regulations.

4. Members: The Design Review Board shall consist of five (5) members and two (2) alternates, appointed in accordance with the Town Charter, Chapter 2, Section 2-3, with due consideration given to candidates nominated by the Planning and Zoning Commission. Members of the Planning and Zoning

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Commission are eligible for membership on the Design Review Board. There shall be no more than two (2) members from the Planning and Zoning Commission. Three (3) of said members and one (1) of said alternates members shall be appointed for an initial term of two (2) years, and one (1) of said alternate members shall be appointed for an initial term of one (1) year. Following the expiration of the initial terms in office, all subsequent appointments shall be for terms of three (3) years. Any vacancy on the Board shall be filled by the Board of Selectmen for the un-expired portion of the term.

5. Qualifications: In appointing members of the Design Review Board, the Board of Selectmen shall seek and appoint a mix of knowledgeable experts and laymen. The experts shall have knowledge of such fields as architecture, urban planning, landscape architecture, site planning, professional engineering, graphic design, interior design and other related fields. The laymen shall be drawn from individuals demonstrating a high level of interest and commitment to the work of the Board. All members shall be electors of Clinton. The Board of Selectmen shall appoint to the Board at least one (1) member who is an architect, landscape architect or planner who is a member of the American Institute of Certified Planners.

If at any time there is not a member on the Board who is an architect, landscape architect or planner who is a member of the American Institute of Certified Planners, the DRB shall be provided with access to a budget for professional services from which it shall pay for the services of an architect, or architectural firm, landscape architect, or planner who is a member of the American Institute of Certified Planners, to review all applications for Village districts, whom the DBA shall be authorized to designate as their Village District Consultant under Section 8-2j of the Connecticut General Statutes.

6. Reviews: The Planning and Zoning Commission and the Zoning Board of Appeals shall submit any matter within the scope of the Design Review Board for review, evaluation and recommendation to the developer by the Board. The above Board and Commission shall also have the option of directing any matter to the Design Review Board for a preliminary review, evaluation and recommendation to the developer prior to their consideration. Owners, developers and builders are encouraged as early as possible to seek advice from the Design Review Board separate from any direction by the Planning and Zoning Commission or the Zoning Board of Appeals.

No review of an application by the Design Review Board shall affect the timeliness of decision for any application by the Planning and Zoning Commission or Zoning Board of Appeals. Therefore, the review is to be conducted within the first month after the official receipt of a Planning and Zoning application; within twenty-one (21) days of submission of a Zoning Board of Appeals application; and when submitted to the Design Review Board for a preliminary review prior to application to the Commission or Board, within thirty-five (35) days of receipt; whichever occurs first. These timeframes should assure that the Board will submit its review before the first meeting at which the Commission, or Board, might render its decision on an application. Failure of the Board to report within the specified time shall not alter or delay any other time limit imposed by the zoning regulations.

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As the Design Review Board's role is advisory, its report to the Planning and Zoning Commission or Zoning Board of Appeals shall state the reasons behind and cite the specific regulations under which the evaluation and recommendations, which it has made, are based. No recommendation shall be made which is contrary to any specific standards or design criteria as set forth in the Clinton Zoning Regulations. Reports of the Design Review Board shall be entered into the public hearing record, or if there is no public hearing, the report shall be entered into the record, and considered by the Planning and Zoning Commission or Zoning Board of Appeals in making its decision. If the Planning and Zoning Commission or Zoning Board of Appeals grants or denies an application under the Village District section 8-2j of the Connecticut General Statutes, it shall state upon the record the reasons for its decision. If it denies an application, the reason for the denial shall cite the specific regulations under which the application was denied. No approval of the Commission or Board shall be effective until a copy thereof, certified by the Commission or Board, containing the name of the owner of record, a description of the premises to which it relates and specifying the reason for its decision, is recorded in the land records of the town. The town clerk shall index the same in the grantor's index under the name of the then record owner and the record owner shall pay for such recording.

7. Meeting Schedule: There shall be two (2) meetings of the Design Review Board scheduled each month. Meetings may be canceled if there is no project to review.